1. Log into PeopleAdmin at [https://ecu.peopleadmin.com/hr/shibboleth](https://ecu.peopleadmin.com/hr/shibboleth) using your PirateID and password.

Note: If you are logging in by clicking the link provided in an automated PeopleAdmin email, you will have to first click “SSO Authentication” to access single sign-on.

2. Click the **three dots** (... in the upper left-hand corner

3. Select **East Carolina University Employee Portal** located under other tools.
4. Once in the employee portal you will see the Your Action Items screen as seen below. Start the process by selecting Interim Review by the name of the employee whose Interim Review you would like to do. You may also select View to access the Interim Review.

<table>
<thead>
<tr>
<th>Interim Review</th>
<th>n/a</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Interim Review</td>
<td>n/a</td>
<td>Available</td>
</tr>
<tr>
<td>Probation Quarterly Review</td>
<td>n/a</td>
<td>Available</td>
</tr>
</tbody>
</table>

5. Explain how the employee has progressed up to this point in the performance cycle and/or clarify your expectations for the remainder of the cycle in the comment box provided.

**Interim Review**

* Please explain how the employee has progressed this far and/or clarify expectations for the remainder of the performance cycle.

6. Select Today's Date from the Today's Date box.

7. Click Complete at the bottom right-hand corner of the screen.

8. Once you complete the Interim Review it will be sent to the employee for his/her acknowledgment.